

## Follow These Important Policies for Booking State Travel

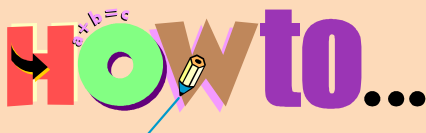
Despite the many changes we have seen recently in the airline industry, the policies for booking airfare for employees who travel on state business have not changed. Here are some important points to remember when booking airfares:

- ✓ Travel planners who choose to book a non-refundable fare should **check with the traveler** for the exact spelling of the name that appears on the driver's license, as well as for preferred times of flights and dates of travel. (Don't assume you know what they want to book.)
- ✓ Book airfare 30 days in advance.
- ✓ Most airlines do not require a Saturday night stay,
- ✓ Making changes to a non-refundable ticket after it is issued costs the agency \$50 to \$100 each time a change is made. To save money for the agency, the State will reimburse only one change fee per trip. Also remember that the agency will pay an additional \$25 travel agency fee each time you change a ticket after it has been issued.
- ✓ Be as flexible as possible on flight times and travel days; don't request a specific flight. Generally, airfare is cheaper during off-peak times of the week.
- ✓ Don't book a flight unless a seat assignment is available. Without a seat assignment, the traveler is more likely to get bumped from the flight.
- ✓ Don't request a specific airline. Our travel agents will look at all available options to reduce the airfare. If it is determined that an employee has requested travel arrangements to take advantage of frequent flyer credits, resulting in a higher cost to the State, the employee must reimburse the State for the additional cost.
- ✓ Travel planners should **check with the traveler again** about name spelling, time of flight, and dates of travel before asking the State Travel Office to actually issue the ticket (the same day you make the reservation).
- ✓ Non-refundable tickets must be issued the same day the reservation is made.
- ✓ Airfares are subject to change until the reservation is actually ticketed.

Most importantly, remember that **all airline reservations for travel on state business must be booked through the State Travel Office.**

State travel policy FIACCT 10-02.06, Travel – Reimbursements – Transportation, details additional policies for booking flights on commercial airlines. This policy is available on the Finance Web site at [www.finance.utah.gov](http://www.finance.utah.gov).

If you have questions about booking airfare for state employees, contact Diann Donoviel at 801-538-3103 or Tami Nelson at 801-538-3109. ➔



*Follow these state policies to book airline reservations for employees traveling on state business.*

### Do Not Take Out Additional Insurance for Rental Car

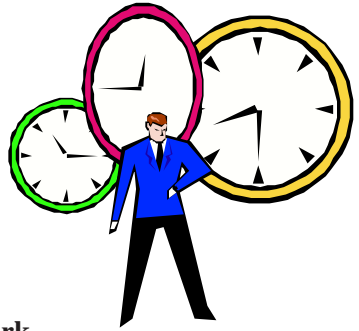
**Do not** take out additional insurance when you are renting a car for travel within the contiguous 48 states and the District of Columbia. Because the contracts between the State of Utah and the car rental companies include insurance coverage, the State will not reimburse the traveler for the purchase of additional insurance. The insurance is for travel on official state business and necessary associated use only. It does not cover travelers or the rental vehicle for personal use.



### Travel Time May Not Count Toward Hours Worked

If you are traveling on state business, the time spent traveling might not qualify as hours worked. Department of Human Resource Management Rule R477-8-6-(8)(f) stipulates the following:

- Travel that keeps an employee away from home overnight does not count towards hours worked if it is time spent **outside of regular working hours** as a passenger on an airplane, train, boat, bus, or automobile.
- Travel as a passenger counts toward hours worked if it is time spent **during regular working hours**. This applies to nonworking days, as well as regular working days. However, regular meal period time is not counted.
- Time employees spend traveling on a special one-day assignment shall count towards hours worked except mealtime and ordinary home to work travel.



### Business Travelers Embrace Airport Conveniences

More and more travelers are now using the on-line tools provided by airlines to simplify travel. The table below compares the percentage of business travelers who used the new tools in 2002 with the number who used them in 2004. The comparison shows increases in every category except in-flight Internet access.

**Percentage of Frequent Business Travelers Using Tools\***

	<u>2004</u>	<u>2002</u>
Print Boarding Pass Before Airport Arrival	77%	30%
On-Line Check-In	76%	22%
Mobile or PDA Alerts	44%	30%
In-Flight Internet Access	7%	7%



\*Source: Jupiter Research, as reported in *Business Travel News*, March 21, 2005

## New Airline City-Pair Contracts Begin July 1

The State Travel Office has signed new contracts with four airlines to provide reduced fares for state employees who travel on business. The government contract fares currently in place are valid until June 30, while the new contract fares begin July 1 and end June 30, 2006. The airlines on the new contracts are America West, American, Delta, and United.



Between now and July 1, agents in the State Travel Office will automatically book tickets at the applicable contract fare, depending on the travel date.

Below is the list of new city-pair contracts (airlines the State has contracted with for flights to specific cities). New destinations are in bold. The list is also available at [www.finance.utah.gov/travel/airlines.htm](http://www.finance.utah.gov/travel/airlines.htm).

City	Airline
Albany NY .....	Delta
Albuquerque NM .....	Delta
Anchorage AK .....	Delta
Asheville NC .....	Delta
Atlanta GA .....	American
Austin TX .....	Delta
Baltimore MD .....	Delta
Bangor ME .....	Delta
Baton Rouge LA .....	American
Billings MT .....	Delta
Birmingham AL .....	Delta
Boise ID .....	Delta
Boston MA .....	Delta
Bozeman MT .....	Delta
Buffalo NY .....	American
<b>Burbank CA .....</b>	<b>Delta</b>
Burlington VT .....	Delta
Butte MT .....	Delta
Casper WY .....	Delta
Cedar City UT .....	Delta
Cedar Rapids IA .....	American
Champaign IL .....	Delta
Charleston SC .....	Delta
Charleston WV .....	Delta
Charlotte NC .....	American
Charlottesville VA .....	Delta
Chattanooga TN .....	Delta
Chicago IL .....	United
Cincinnati OH .....	Delta
Cleveland OH .....	American
Colorado Springs CO .....	Delta
Columbus OH .....	Delta
<b>College Station TX .....</b>	<b>American</b>
Columbia SC .....	Delta
Corpus Christi TX .....	American
Dallas TX .....	American
Dayton OH .....	Delta
Daytona Beach FL .....	Delta
Denver CO .....	Delta
Des Moines IA .....	American
Detroit MI .....	Delta
El Paso TX .....	Delta
<b>Eugene OR .....</b>	<b>Delta</b>
<b>Fargo ND .....</b>	<b>United</b>
<b>Farmington NM .....</b>	<b>America West</b>
<b>Flagstaff AZ .....</b>	<b>America West</b>
Ft Lauderdale FL .....	Delta
Ft Meyers FL .....	Delta
Fresno CA .....	Delta
Gainesville FL .....	Delta
Grand Junction CO .....	Delta
Grand Rapids MI .....	United
Great Falls MT .....	Delta
Greensboro NC .....	Delta
Greenville/Spartanburg SC .....	Delta
Gulf Port MS .....	Delta
Harrisburg PA .....	Delta
Hartford CT .....	Delta
Helena MT .....	Delta
Honolulu HI .....	United
Houston TX .....	Delta
Huntsville AL .....	American
Indianapolis IN .....	United
<b>Idaho Falls ID .....</b>	<b>Delta</b>
Jackson MS .....	Delta
Jackson Hole WY .....	Delta
Jacksonville FL .....	Delta
Kalispell MT .....	Delta
Kansas City MO .....	Delta
Knoxville TN .....	Delta
Lansing MI .....	United
Las Vegas NV .....	Delta

*List continues on page 4*

**Lewiston ID ..... Delta**  
 Lexington KY ..... Delta  
 Lincoln NE ..... United  
 Little Rock AR ..... Delta  
 Los Angeles CA ..... Delta  
 Louisville KY ..... Delta  
 Lubbock TX ..... American  
**Maui HI ..... Delta**  
 Macon GA ..... Delta  
 Madison WI ..... United  
 Manchester NH ..... United  
 Memphis TN ..... Delta  
 Miami FL ..... Delta  
 Milwaukee WI ..... United  
 Minneapolis MN ..... Delta  
 Missoula MT ..... Delta  
 Mobile AL ..... Delta  
 Montgomery AL ..... Delta  
 Monterey CA ..... United  
 Myrtle Beach FL ..... Delta  
 Nashville TN ..... United  
 New Orleans LA ..... Delta  
 JFK NY ..... Delta  
 LGA NY ..... American  
 Newark NJ ..... Delta  
 Norfolk VA ..... Delta  
 Oakland CA ..... Delta  
 Oklahoma City OK ..... Delta  
 Omaha NE ..... Delta  
 Ontario CA ..... Delta  
 Orange Co CA ..... Delta  
 Orlando FL ..... Delta  
 Palm Springs CA ..... Delta  
 Pasco WA ..... Delta  
 Pensacola FL ..... Delta  
 Philadelphia PA ..... Delta  
 Pittsburgh PA ..... Delta  
 Phoenix AZ ..... Delta  
 Portland ME ..... Delta  
 Portland OR ..... Delta  
 Providence RI ..... United  
 Raleigh Durham NC ..... Delta  
 Rapid City SD ..... Delta  
 Reno NV ..... Delta  
 Richmond VA ..... Delta  
 Roanoke VA ..... Delta  
**Rochester MN ..... American**  
 Rochester NY ..... Delta  
 Sacramento CA ..... Delta  
 San Antonio TX ..... Delta  
 San Francisco CA ..... United

San Diego CA ..... Delta  
 San Jose CA ..... Delta  
**Santa Barbara CA ..... Delta**  
 Savannah GA ..... Delta  
 Seattle WA ..... Delta  
 Shreveport LA ..... American  
**Sioux Falls SD ..... United**  
 South Bend IN ..... Delta  
 Spokane WA ..... Delta  
 Springfield MO ..... American  
 State College PA ..... Delta  
 St George UT ..... Delta  
 St. Louis MO ..... United  
 Sun Valley ID ..... Delta  
 Syracuse NY ..... Delta  
 Tallahassee FL ..... Delta  
 Tampa FL ..... Delta  
 Tri Cities TN ..... Delta  
 Tucson AZ ..... Delta  
 Tulsa OK ..... Delta  
 Washington National DC ..... Delta  
 Washington Dulles DC ..... United  
 West Palm Beach FL ..... Delta  
 Wichita KS ..... United  
 Williamsburg VA ..... Delta

### Canadian Citites

Calgary Canada ..... Delta  
**Edmonton Canada ..... United**  
 Montreal Canada ..... Delta  
 Ottawa Canada ..... United  
 Toronto Canada ..... United  
 Vancouver British Columbia ..... Delta  
**Winnipeg Canada ..... United**

### International Citites

Amsterdam Holland ..... United  
 Athens Greece ..... Delta  
 Entebbe Uganda ..... Delta  
**Geneva Switzerland ..... United**  
**London England – Gatwick ..... Delta**  
 London England – Heathrow ..... United  
**Mexico City Mexico ..... Delta**  
 Moscow Russia ..... Delta  
 Nairobi Africa ..... United  
 Paris France ..... United  
**Rio de Janeiro Brazil ..... United**  
 San Paulo Brazil ..... United  
 Rome Italy ..... Delta  
**Tel Aviv Israel ..... United**  
 Tokyo Japan ..... Delta  
**Warsaw Poland ..... United**